

**CHANGE****U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

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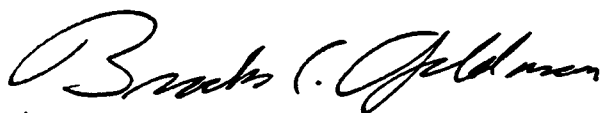
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**SUBJ: ORGANIZATION — FAA HEADQUARTERS**

1. **PURPOSE.** This change transmits revised pages to Chapter 27, Logistics Service.
2. **EXPLANATION OF CHANGES.** This change transfers responsibilities within the Logistics Service. This change:
  - a. Establishes the Headquarters Building Management Division. The division provides building management, space management, and building services for the FAA headquarters building.
  - b. Retitles the Materiel Management Division as the NAS Support Division.
  - c. Establishes the Logistics Systems Staff. The new staff is responsible for managing national logistics automation including the oversight, planning, development, and integration of all logistics automated systems.
3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

**PAGE CONTROL CHART**

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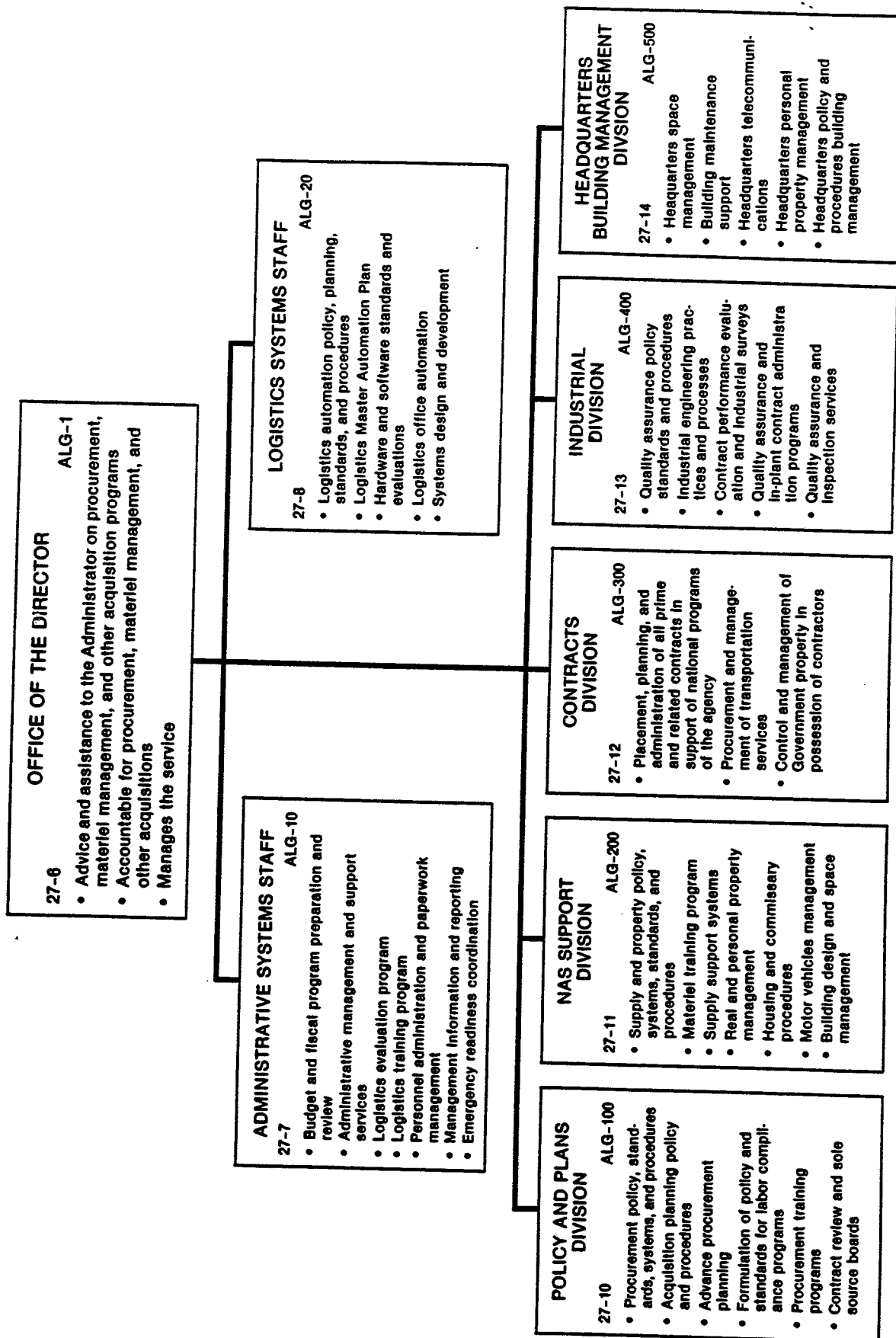
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## **CHAPTER 27. LOGISTICS SERVICE**

FIGURE 27-1. FUNCTIONAL ORGANIZATIONAL CHART

# LOGISTICS SERVICE



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## CHAPTER 27. LOGISTICS SERVICE

**27-1. MISSION.** The Logistics Service plans, monitors, controls, schedules, and implements the acquisition of materiel, equipment, and services for the National Airspace System and for interagency and international programs; provides for the acquisition, procurement, and management of real and personal property, transportation and supply support for agency programs; and provides limited administrative support office services for Washington headquarters.

**27-2. FUNCTIONAL ORGANIZATION.** The functional organization of the Logistics Service is shown in figure 27-1.

**27-3. FUNCTIONS.** As the principal element of the agency for procurement and logistics management:

- a. Develops advanced procurement and logistics support plans.
- b. Plans for procurement of supplies and equipment in a timely manner to support FAA programs.
- c. Participates in the development of program or project cost estimates furnishing appropriate data based on historical or anticipated experience.
- d. Schedules, monitors, and performs the procurement of equipment to meet approved work programs and system plans.
- e. Formulates national logistics management policies and standards for the support of all FAA programs.
- f. Manages and controls the physical custody and movement of materiel and equipment subject to FAA jurisdiction from acquisition to delivery to the user.
- g. Performs contracting and provides for transportation services for the entire FAA headquarters; for all FAA-sponsored research, development, test and evaluation (except as delegated to FAA Technical Center); for all facilities and equipment and aircraft (except as delegated to the Aeronautical Center); and, as assigned, for other elements of DOT.
- h. Formulates national policies and standards for the management, utilization, and disposal of the FAA's real and personal property assets.
- i. Formulates policy and procedures for procurement and transportation services, and develops proficiency indicators for procurement activities.
- j. Establishes programs and procedures to assure equal opportunity in the employment practices of FAA contractors and subcontractors.

k. Plans for and takes appropriate action to insure the continuity of logistics functions during any emergency period.

l. Provides reliability and product control through factory inspection or other appropriate means.

m. Evaluates national logistics program activities.

n. Establishes policies and programs for small business, contract labor standards, and the Federal Government's Minority Business Enterprise (MBE) activities.

o. Provides to Washington headquarters and designated other elements common support services such as personal property and motor fleet services; is the central contact point with OST on telephone, space, and building operations services.

p. Develops requirements for national logistics training.

### 27-4. SPECIAL DELEGATIONS.

a. The Director, Logistics Service, as head of the contracting activity, is authorized to:

(1) Purchase, rent, lease, or otherwise obtain property or services; and to enter into agreements for transfer of monies or property, real or personal, or any interest therein, coextensive with the authority granted to the executive director by the Administrator and as granted to the Administrator by statute, regulation, or delegation.

(2) Redelegate, subject to applicable limitation of law or regulation, in whole or in part, the director's authority to officials under the director's executive direction; authorize successive redelegations; and cancel or modify any such redelegation or authorization.

(3) Approve the award of all contract and procurement actions. Subject to approvals outlined by the FAA Delegation Implementation Plan dated February 2, 1988, and approved February 10, 1988, and subject to other conditions and limitations contained in this order.

b. The Director, Logistics Service, is authorized to approve any office or service procurement request (regardless of amount) and project plan for systems furniture acquisition estimated to cost below \$500,000. The Director, Logistics Service, is authorized to approve any region or center project plan for systems furniture acquisition estimated to cost between \$200,000 and below \$500,000.

c. The Director, Logistics Service, is authorized to approve any office or service acquisition of conventional office furniture estimated to cost \$50,000 or more. This

authority may be redelegated for any office or service acquisition of conventional office furniture estimated to cost below \$50,000.

- d. The Director, Logistics Service, is subject to certain limitations of authority.

(1) Before the award of any contract or procurement action for the acquisition of aircraft, the approval of the Administrator, the Deputy Administrator, or the Director, Aviation Standards National Field Office, shall be obtained as required by Order 4040.9C, FAA Aircraft Management Program.

(2) Award of those contracts over \$200,000 for which OST Office of Public Information release is required (SBA Section 8(a) awards and interagency agreements are excluded) shall be awarded subsequent to notification from the Assistant Administrator for Public Affairs (APA).

(3) Approval of the Assistant Secretary for Administration is required by Order 4405.9A, Review of Proposed Contract Awards, as appropriate.

#### 27-5. SPECIAL RELATIONS.

- a. With the Office of the Chief Counsel (AGC). The relationships that exist between Logistics Service and the Office of the Chief Counsel are described in paragraph 16-4.

- b. With the Program Engineering Service (APS).

(1) The relationships that exist between the Logistics Service and the Program Engineering Service with respect to intransit materiel are described in paragraph 99-5c(1).

(2) The Logistics Service controls and schedules the acquisition, storage, and distribution of installation project materiel and equipment in accordance with installation project plans and schedules of the Program Engineering Service. The Program Engineering Service establishes dates and specifies the materiel and equipment required through the issuance of procurement requests, project schedules, and project materiel lists. The Program Engineering Service will formulate project plans and procurement requirements in collaboration with ALG so that the resulting schedules are realistic in terms of needed leadtime for procurement production and distribution. The Logistics Service will develop and control schedules governing the procurement, production, and distribution of materiel and equipment which support and conform to the project priorities and schedules established by Program Engineering Service.

(3) The Program Engineering Service should effect coordination with the Logistics Service:

- (a) Prior to designing new employee housing.

(b) For a joint validation of all requirements for housing and all administrative space.

c. With the Office of Accounting (AAA). Independent financial advisory service to the Logistics Service on procurement and contracting matters as described in paragraph 26-08c will be provided as and when requested by the Director, Logistics Service.

d. With the Associate Administrator for Advanced Design and Management Control (ADM). The Logistics Service provides contract documentation for the purpose of the National Airspace System program management oversight.

**27-6. OFFICE OF THE DIRECTOR.** Under the executive direction of the Executive Director for Policy, Plans, and Resource Management and the Associate Administrator for Administration, the Director, assisted by the Deputy Director:

a. Advises the Administrator on agencywide acquisition, materiel management, and other related programs. Assists the Administrator and his staff in providing support in the development and justification of budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination of, and is accountable to the Administrator for, the adequacy of: agencywide policies, standards, systems, and procedures; public rules, regulations, orders, and standards, and program plans issues by, or on behalf of, the Administrator on matters within the purview of the service.

c. Provides for effective evaluation of agencywide logistics program performance and ensures the adequacy of follow-up to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of service activities.

e. Manages and directs the service, and its resources, in the execution of its mission.

f. Provides liaison interface with industry and associations interested in FAA's logistics program activities.

**27-7. ADMINISTRATIVE SYSTEMS STAFF.** The staff is responsible for administrative and financial management of logistics and procurement programs. The staff:

a. Performs and monitors the evaluation of agencywide Logistics Service programs, activities, and functions.

b. Provides centralized control of the Logistics national training program.



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c. Advises and assists the director and other executive personnel of the service on administrative management actions and problems.

d. Provides for staff analyses, studies, reports, plans, and completed staff work pertaining to:

(1) Organization and methods.

(2) Personnel administration, position management, and management and general training (nontechnical), including career development, employee management cooperation, employee utilization, personnel standards and procedures, EEO, recognition and awards, employee conduct and discipline, etc.

(3) Paperwork management (including correspondence) and other central services.

(4) Office security.

(5) General administrative support.

e. Provides a focal point for consultation and coordination between the service and other FAA elements in administrative matters.

f. Provides for continuing review of servicewide administrative/management practices for adherence to service and agency policies and standards.

g. Coordinates plans, programs, and procedures within the service in support of emergency operations readiness plans and directives.

h. Develops and integrates management information systems and procedures for the collection, summarization, presentation, and dissemination of program information related to procurement and logistics.

i. Develops and implements servicewide management improvement plans and programs.

j. Provides a focal point for service input or participation in agency-level management improvement programs, projects, or studies.

k. Develops a responsive reporting system for the service. In this connection, reviews and analyzes data and statistics, compiles and prepares reports for dissemination within the agency as well as reports required by Congressional sources, other agencies, etc.

l. Provides historical and estimated materiel costs for planning purposes.

m. Develops and coordinates input for the budget Call for Estimates for agencywide Logistics Service organizations.

n. Develops internal methods and procedures for, and consolidates the service's budgets and fiscal program sub-

missions within the guidelines prescribed by the Office of Budget and other higher level budget organizations.

o. Develops the logistics portion of the agency Five-Year Program after consultation with other elements of the service.

p. Reviews, coordinates, and recommends on regional and center budget and fiscal program submissions for logistics programs.

q. Represents the service on logistics budget and program matters throughout all stages of their development and execution.

**27-8. LOGISTICS SYSTEMS STAFF.** The staff is responsible for managing national logistics automation.

a. Serves as the central point for oversight, planning, development, and integration of all logistics automated systems.

b. Serves as the focal point for all issues dealing with logistics automation.

c. Serves as the focal point for logistics automatic data processing (ADP) standards and configurations and ensures compliance with agency policy and standards.

d. Serves as the Logistics Service Information Resource Management Program manager for Logistics systems.

e. Directs the Logistics Master Automation Plan (LOGMAP).

f. Provides headquarters user support and training for all ALG systems.

g. Provides technical advise and counsel to ALG and the field as needed.

h. Evaluates and selects new hardware and software for use in ALG and ensures compliance with agency standards.

i. Conducts national reviews of the effectiveness of systems and ADP utilization.

j. Manages ALG Local Area Network (LAN).

k. Manages all automation support contracts for ALG when requirements cannot be met by the Office Automation Technology and Services (OATS) contract.

l. Provides technical guidance to the Headquarters Building Management Division on matters dealing with ADP cabling.

**27-9. RESERVED.**

**27-10. POLICY AND PLANS DIVISION.** The principal element of the service for planning, developing pol-

icy, and carrying out responsibilities in the following areas:

- a. Formulates national procurement program goals and objectives.
- b. Develops broad policies governing the conduct and accomplishment of all procurement activities of FAA.
- c. Serves as the FAA focal point in all internal and external matters involving procurement policies and related systems requirements.
- d. Assesses the overall performance of procurement activities of FAA and effectiveness of policies and plans.
- e. Develops and implements acquisition planning policy; issues integrated long- and short-range plans covering the acquisition of subsystems and major components of the National Airspace System over the entire acquisition cycle from research and development through the operational phase.
- f. Represents the service in agency level planning efforts for areas of particular concern and participates, as necessary, in the planning efforts of other offices to assure appropriate anticipation of their requirements for logistics support.
- g. Coordinates national advance logistics support and procurement plans as necessary with interested organizations in and outside FAA.
- h. Develops, coordinates, and participates in the implementation of Source Selection Plans and Notices of Intent to procure technical equipment; provides direct input to requiring activities under the Major Systems Acquisition (MSA) process; and acts as focal point for the Major Systems Requisition and the Transportation System Acquisition Review Council (TSARC) Program List candidates.
- i. Provides continuing surveillance of progress toward accomplishment of FAA acquisition plans and program goals; recommends appropriate action to modify program execution or plans.
- j. Formulates policy and standards for contract labor matters.
- k. Provides consulting advice to requiring activities on procurement matters.
- l. Plans, coordinates, and monitors national procurement training program, requirements, and accomplishments.
- m. Develops, implements, monitors, and promotes compliance with FAA policy on agencywide socio-economic programs relating to acquisition and procurement.

n. Develops agencywide cost and price analysis policy related to contractor proposals.

**27-11. NAS SUPPORT DIVISION.** The division is responsible for materiel and property management. The division:

- a. Develops, recommends, and issues agency systems, procedures, and standards, and develops policies for:
  - (1) Acquisition of real property.
  - (2) Management, physical accountability, utilization, and disposal of real and personal property.
  - (3) Supply support for the National Airspace System and the FAA aircraft fleet and international supply support.
  - (4) Provisioning.
  - (5) Inventory management.
  - (6) Cataloging, item identification, and standardization.
  - (7) Storage, packing, preservation, and distribution of materiel (including shipping).
  - (8) Management and control of NAS project materiel and equipment in accordance with project plans.
  - (9) Employee support services (including housing and commissary).
  - (10) Interagency materiel acquisition and property loans and transfers.
  - (11) Space management.
  - (12) Plant engineering and reservation maintenance related to the regions, centers, and Washington headquarters.
  - (13) Concessions (space and equipment aspects).
  - (14) Motor fleet management (general purpose and special purpose vehicles).
  - (15) Training applicable to the supply and property areas.
  - (16) Employee parking.
- b. Monitors and assesses agency materiel, supply, and property management to determine the effectiveness of policy, standards, and systems, as well as the effectiveness of program performance.
- c. Serves as central point of contact for FAA with other Federal agencies on materiel, supply, and property management matters.

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d. Plans, coordinates, and monitors the functional aspects of the national materiel, supply, and property management training program requirements and accomplishments.

e. Develops emergency support plans and procedures for the materiel, supply, and property management activity.

f. Assists in the development of budget program data and in the analysis of regional and center budget submissions.

g. Serves as focal point with DOD on integrated logistics support matters and provides assistance to FAA activities on military logistics matters; and provides military liaison with elements of DOD.

h. Withdrawn - CHG 4.

i. Develops required logistics policies, plans, and standards required to support the National Airspace Integrated Logistics Support (NAIS) process.

**27-12. CONTRACTS DIVISION.** The principal element of the service for contracting operations.

a. Develops contracting procedures for FAA headquarters.

b. Reviews FAA headquarters procurement requests and specifications to assure their adequacy for procurement.

c. Performs the FAA headquarters contracting functions.

d. Prepares and submits for higher level approval major proposed contract awards.

e. Administers FAA headquarters contracts after award.

f. Administers for FAA headquarters the various Government programs relating to procurement such as small business, labor surplus areas, equal employment opportunity, and small business minority groups.

g. Provides pricing support and advisory services for FAA contracting activities.

h. Provides advisory service to FAA activities on procurement matters.

i. Maintains the necessary records and statistical data to meet national reporting requirements.

j. Provides transportation documentation for movement of material and personal effects.

k. Serves as focal point in the agency for determining action on unsolicited proposals.

l. Participates in agencywide evaluations of performance of operational procurement activities and effectiveness of policies and plans.

m. Develops emergency support plans and procedures for contracting activities.

n. Maintains accountability records for Government furnished property in hands of contractors for FAA headquarters contracts.

o. Analyzes data on financial position of contractors for FAA headquarters.

**27-13. INDUSTRIAL DIVISION.** The principal element of the service with respect to formulation and implementation of agency policy, standards, and procedures for the quality assurance program involved in acquisition of NAS systems, equipment and material; including related industrial engineering support.

a. Formulates agency policies, standards, and procedures for quality control and industrial engineering operations.

b. Develops standards and procedures for use in the review and evaluation of the effectiveness of contractors' quality control.

c. Assures that materiel being procured on FAA headquarters contracts conform to contract specifications; and performs this function on contracts of other FAA activities, DOT, and other Government agencies, when requested.

d. Evaluates and monitors contractors' manufacturing, inspection, and testing methods and accepts or rejects contractors' techniques and procedures, based on contract terms.

e. Performs preaward surveys to assess the offeror's capability to produce under the contract requirements.

f. Monitors and evaluates contractors' progress to determine need for action to prevent or minimize delays in delivery; recommends or, as authorized by the contracting officer, initiates corrective actions as appropriate.

g. Considers and takes appropriate action, within delegated authority, on contractor requested waivers and deviations from specifications when they do not affect performance, interface with other equipment installed or planned for the facility site, cost, reliability, or delivery schedule.

h. Proposes selected procurements as candidates for the FAA Quality Control System Certification Program in accordance with established criteria and issues appropriate certificates.

i. Reviews and determines adequacy of contractors' quality control and inspection programs prior to and after contract award, as appropriate.

j. Reviews procurement requests and draft equipment specifications and recommends changes to facilitate procurement, minimize production problems, and improve quality control provisions. Advises on the reasonableness of proposed procurement schedules.

k. Performs other liaison functions with contractors as required.

l. Conducts industrial engineering and industrial plant surveys to determine adequacy of contractors' production processes.

m. Develops emergency support plans and procedures for industrial activities.

**27-14. HEADQUARTERS BUILDING MANAGEMENT DIVISION.** The Headquarters Building Management Division serves as the principal element of the service with respect to management and operational support for the FAA headquarters building. The division:

a. Develops local policies and procedures for building management, space management, and building services related to the FAA headquarters building.

b. Manages and controls headquarters personal property and motor fleet activities and processes headquarters tort claims.

c. Provides cleaning program inspection and management.

d. Plans space alterations, layouts, and minor construction and processes appropriate work requests to GSA.

e. Manages space utilization program for the headquarters building and other locations used by headquarters personnel in the local area.

f. Manages and schedules conference rooms, loan pool equipment, and labor pool services and coordinates short-term parking requirements for FAA employees.

g. Receives, processes, and coordinates service calls and follow-ups for electrical, lighting, plumbing, heating, ventilation, air conditioning, etc., needs.

h. Coordinates with GSA, as required, to accomplish building maintenance and repair actions and for matters related to fire and safety issues.

i. Provides loading dock service.

j. Develops and implements the building modernization program.

k. Provides headquarters building telecommunications and ADP cable support services.